



# BUILDING CONSTRUCTION ZONING & CODE ENFORCEMENT BUILDING PERMIT

Permit No.

**PROJECT LOCATION AND OWNERSHIP** – Property Owner is responsible for all permits. Authorized designee may apply for permit on Owner's behalf.

- |                               |                           |  |                 |
|-------------------------------|---------------------------|--|-----------------|
| <b>1. Street Address</b>      | <b>Tax Map #</b>          |  |                 |
| <b>2. Property Owner</b>      |                           | Phone #                                    | Email           |
| Mailing Address               |                           | Check box if Owner is acting as Contractor |                 |
| <b>3. Structure Occupancy</b> | Owner Occupied            | Owner-Occupied Rental                      | Rental          |
| <b>4. Structure Type</b>      | 1 or 2 Family Residential | Apartment                                  | Non-Residential |

**CONTRACTOR(S)** – Provide name of business and name of business representative and/or licensed tradesperson

- |                                 |           |                  |       |
|---------------------------------|-----------|------------------|-------|
| <b>1. General Contractor</b>    | FEIN      | Business Address |       |
| Contractor Rep                  | Phone #   | Email            |       |
| <b>2. Plumbing Contractor</b>   | FEIN      | Business Address |       |
| Licensed Master Plumber         | License # | Phone #          | Email |
| <b>3. Electrical Contractor</b> | FEIN      | Business Address |       |
| Licensed Master Electrician     | License # | Phone #          | Email |

**PERMIT CATEGORY** – Check all that apply. Provide additional description or details **on Permit Page 2**, below. Attach Plans as required.

- |   |                                    |                        |  |                |
|---|------------------------------------|------------------------|--|----------------|
| <b>1. General Construction Work</b>   | New Structure                      | Addition               | Total new floor area                                 | sq ft          |
| Interior  | Exterior                           | Alteration             | Renovation   | Reconstruction |
| Site Improvement(s) – <i>subject to URRP/SWPP compliance</i>  |                                    |                        | Heating Ventilating & Air Conditioning (HVAC)        |                |
| <b>2. Electric Work only</b>  | Power Service connection           |                        | Extension or modification of existing circuit system |                |
| <b>3. Plumbing Work only</b>  | Plumbing                           | Water Service          | Fire Service   |                |
| New Sewer service   | Sewer Service Upgrade/Modification |                        | Existing Sewer Service Repair                        |                |
| Note: If New Service or Upgrade/Modification, applicant must complete "Sewer Service Application" form, in addition to standard application |                                    |                        |  |                |
| <b>4. Life Safety System(Detection/Sprinkler)</b>   | New                                | Upgrade existing       | Decommission existing                                |                |
| <b>5. Elevator (passenger/freight)</b> – Elevator requires additional permits. Please reference "Elevator Permit" instructions on website   |                                    |                        |  |                |
| New   | Upgrade existing                   |                        | Decommission existing                                |                |
| <b>6. Demolition</b>  | Demo entire structure              | Demo interior elements | Demo exterior elements                               |                |

**PROJECT DOCUMENTS** – Provide detailed project information, as required or needed to determine Code compliance

- For all **new residential and commercial structures, detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**.
- For any **new addition** (expansion of usable floor area) to existing commercial or residential structures. **detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**
- For the **alteration, renovation, or reconstruction of commercial structures**, including residential and business occupancies, **detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**
- Detailed Plans and Analysis**, prepared by a licensed design professional, **may be required** for any alteration, renovation, or reconstruction work of **owner-occupied, residential structures**, based on **scope/scale of work** and as **determined by the authority having jurisdiction** or designee.

5. **Contract Submittals** – Provide all that apply or reference website, Permit Application Instructions, for requirements

- Code Analysis
- Building Plan(s)
- Site Plan
- Urban Runoff Reduction Plan (URRP)
- Stormwater Pollution Prevention Plan (SWPPP)

6. **Project Description** – Provide sketch and narrative description of project, below. Use additional sheets as required.

PERMIT FEE

1. **Estimated Total Cost of Work** – Refer to website, *Permit Application Instructions*, to calculate *Estimated Total Cost* and *Permit Fee*
2. **Permit Fee Amount**
3. **Method of Payment**

Cash

Check

Check #

*The owner of the above described property hereby approved this application and agrees to comply with all ordinances of the City of Binghamton and to do no work not specifically covered by this application. “I declare, under penalties of perjury, that this application, including any accompanying plans, specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application.*

Applicant Name (print/type):

Applicant Signature: \_\_\_\_\_ Date:

STAFF USE ONLY

Zoning District and Approved Use

Existing

Proposed

Department	Date	Approved By	Notes
OBCZCE			
PHCD			
CAUD			
Engineering			